

U.S. NUCLEAR REGULATORY COMMISSION

DIRECTIVE TRANSMITTAL

TN: DT-06-17

To: NRC Management Directives Custodians

Subject: Transmittal of Management Directive 14.2, "Relocation Allowances"

Purpose: Directive and Handbook 14.2 are being issued to reflect changes in organizational responsibility as a result of the reorganization in the Office of the Chief Financial Officer. The Federal Travel Regulation, Chapter 302, "Relocation Allowances," serves as Handbook 14.2 and reflects NRC's discretionary changes.

Office and
Division of Origin: Office of the Chief Financial Officer
Division of Financial Services

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Directive: 14.2 Relocation Allowances

Availability: Rules and Directives Branch
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Relocation Allowances

Directive

(Formerly
MC 1501)

14.2

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U. S. Nuclear Regulatory Commission

Volume: 14 Travel

OCFO

Relocation Allowances

Directive 14.2

Policy

(14.2-01)

It is the policy of the U.S. Nuclear Regulatory Commission to adhere to the statutory and regulatory principles of the Federal Travel Regulation (41 CFR Parts 301-304) and associated Executive Orders, Comptroller General decisions, and decisions of the General Services Administration (GSA) Board of Contract Appeals related to relocating new appointees, transferred employees, and certain employees making a "last move home."

Objectives

(14.2-02)

To provide NRC employees with the procedures, regulations, and requirements necessary to relocate to a permanent official duty station or to make a last move home and to claim reimbursement for the allowable expenses.

Organizational Responsibilities and

Delegations of Authority

(14.2-03)

Chairman

(031)

- Grants waivers of the requirement that an employee market his or her home for 60 days before requesting participation in the guaranteed home sale program when an employee has been reassigned to his or her organization. (a)

Organizational Responsibilities and
Delegations of Authority
(14.2-03) (continued)

Chairman
(031) (continued)

- Grants waivers to allow employees transferring from other Government agencies to participate in the guaranteed home sale program when participation is in the best interest of the Government for employees within his or her organization. (b)
- Approves relocation travel vouchers for employees within his or her organization. (c)
- Approves NRC Form 458, "Request for Extension of Temporary Quarters," for employees within his or her organization. (d)
- Determines when relocation benefits should be offered as part of the recruitment incentive for vacancies within his or her organization and annotates, as appropriate, employment vacancy announcements. (e)

Commissioners
(032)

- Grant waivers of the requirement that an employee market his or her home for 60 days before requesting participation in the guaranteed home sale program when an employee has been reassigned to their organization. (a)
- Grant waivers to allow employees transferring from other Government agencies to participate in the guaranteed home sale program when participation is in the best interest of the Government for employees within their organization. (b)
- Approve relocation travel vouchers for employees within their organization. (c)

Organizational Responsibilities and
Delegations of Authority
(14.2-03) (continued)

Commissioners
(032) (continued)

- Approve NRC Form 458 for employees within their organization. (d)
- Determine when relocation benefits should be offered as part of the recruitment incentive for vacancies within their organization and annotate, as appropriate, employment vacancy announcements. (e)

Executive Director for Operations (EDO)
(033)

- Grants waivers of the requirement that an employee market his or her home for 60 days before requesting participation in the guaranteed home sale program when an employee has been reassigned to his or her organization. (a)
- Grants waivers to allow employees transferring from other Government agencies to participate in the guaranteed home sale program when participation is in the best interest of the Government for employees within his or her organization. (b)
- Approves relocation travel vouchers for employees within his or her organization. (c)
- Approves NRC Form 458 for employees within his or her organization. (d)
- Determines when relocation benefits should be offered as part of the recruitment incentive for vacancies within his or her organization and annotates, as appropriate, employment vacancy announcements. (e)

Organizational Responsibilities and
Delegations of Authority
(14.2-03) (continued)

Chief Financial Officer (CFO)
(034)

- Manages the NRC travel program, including developing, maintaining, and interpreting travel policies, procedures, and regulations, and providing temporary duty travel services and change of station/relocation travel services. (a)
- Implements statutes, Executive Orders, regulations, and decisions governing the allowance and payment of relocation expenses for agency employees. (b)
- Approves exceptions to the provisions of Handbook 14.2 that are not inconsistent with Section 034(a) of this directive. (c)
- Approves waiving an employee's service agreement on the basis of recommendations by HR and OGC that the employee failed to fulfill the service agreement for reasons beyond the employee's control. (d)
- Grants waivers of the requirement that an employee market his or her home for 60 days before requesting participation in the guaranteed home sale program when an employee has been reassigned to his or her organization. (e)
- Grants waivers to allow employees transferring from other Government agencies to participate in the guaranteed home sale program when participation is in the best interest of the Government for employees within his or her organization. (f)
- Approves relocation travel vouchers for employees within his or her organization. (g)
- Approves NRC Form 458 for employees within his or her organization. (h)

Organizational Responsibilities and
Delegations of Authority
(14.2-03) (continued)

Chief Financial Officer (CFO)
(034) (continued)

- Determines when relocation benefits should be offered as part of the recruitment incentive for vacancies within his or her organization and annotates, as appropriate, employment vacancy announcements. (i)

Director, Office of Human Resources (HR)
(035)

- Reviews policies and procedures affecting employee transfers between official duty stations to ensure such transfers are essential for accomplishment of NRC's mission. (a)
- Notifies employees when they are being reassigned to a new duty station and of their eligibility for reimbursement of relocation allowances. (b)
- Determines eligibility of new appointees to be reimbursed for relocation allowances and notifies them of their eligibility. (c)
- Approves relocation allowances for all eligible NRC employees on NRC Form 279A, "Official Travel Authorization, Change of Station," including an extension of temporary quarters. (d)
- Recommends that an employee's service agreement waiver be approved by the CFO when the Director of HR determines that an employee failed to fulfill the agreement for reasons beyond the employee's control. (e)
- Determines when relocation benefits should be offered as part of the recruitment incentive for vacancies within his or her organization and annotates, as appropriate, employment vacancy announcements. (f)

Organizational Responsibilities and
Delegations of Authority
(14.2-03) (continued)

Director, Office of Human Resources (HR)
(035) (continued)

- Grants waivers of the requirement that an employee market his or her home for 60 days before requesting participation in the guaranteed home sale program when an employee has been reassigned to his or her organization. (g)
- Grants waivers to allow employees transferring from other Government agencies to participate in the guaranteed home sale program when participation is in the best interest of the Government for employees within his or her organization. (h)
- Approves relocation travel vouchers for employees within his or her organization. (i)
- Approves NRC Form 458 for employees within his or her organization. (j)

General Counsel (GC)
(036)

- Concurs on the Director of HR's recommendation that an employee's service agreement waiver be approved by the CFO when the Director of HR determines that an employee failed to fulfill the agreement for reasons beyond the employee's control. (a)
- Grants waivers of the requirement that an employee market his or her home for 60 days before requesting participation in the guaranteed home sale program when an employee has been reassigned to his or her organization. (b)

Organizational Responsibilities and
Delegations of Authority
(14.2-03) (continued)

General Counsel (GC)
(036) (continued)

- Grants waivers to allow employees transferring from other Government agencies to participate in the guaranteed home sale program when participation is in the best interest of the Government for employees within his or her organization. (c)
- Approves relocation travel vouchers for employees within his or her organization. (d)
- Approves NRC Form 458 for employees within his or her organization. (e)
- Determines when relocation benefits should be offered as part of the recruitment incentive for vacancies within his or her organization and annotates, as appropriate, employment vacancy announcements. (f)

Office Directors and Regional Administrators
(037)

- Grant waivers of the requirement that an employee market his or her home for 60 days before requesting participation in the guaranteed home sale program when an employee has been reassigned to their organization. (a)
- Grant waivers to allow employees transferring from other Government agencies to participate in the guaranteed home sale program when participation is in the best interest of the Government for employees within their organization. (b)
- Approve relocation travel vouchers for employees within their organization. (c)

Organizational Responsibilities and
Delegations of Authority
(14.2-03) (continued)

Office Directors and Regional Administrators
(037) (continued)

- Approve NRC Form 458 for employees within their organization. (d)
- Determine when relocation benefits should be offered as part of the recruitment incentive for vacancies within their organization and annotate, as appropriate, employment vacancy announcements. (e)

Inspector General (IG)
(038)

- Certifies availability of funds for relocation allowances for employees of the Office of the Inspector General (OIG). (a)
- Grants waivers of the requirement that an employee market his or her home for 60 days before requesting participation in the guaranteed home sale program when an employee has been reassigned to his or her organization. (b)
- Grants waivers to allow employees transferring from other Government agencies to participate in the guaranteed home sale program when participation is in the best interest of the Government for employees within his or her organization. (c)
- Approves relocation travel vouchers for employees within his or her organization. (d)
- Approves NRC Form 458 for employees within his or her organization. (e)

Organizational Responsibilities and
Delegations of Authority
(14.2-03) (continued)

Inspector General (IG)
(038) (continued)

- Determines when relocation benefits should be offered as part of the recruitment incentive for vacancies within his or her organization and annotates, as appropriate, employment vacancy announcements. (f)

Director, Division of Financial
Services (DFS), OCFO
(039)

- Manages NRC employee participation in the GSA's Governmentwide Employee Relocation Services contract. (a)
- Determines an employee's indebtedness to the Government for relocation allowances that were paid or reimbursed by the Government when an employee fails to fulfill the terms of the service agreement. (b)
- Provides budget estimates and relocation services to employees for change of station/relocation allowances. (c)
- Authorizes, certifies funds, and reimburses expenses for relocation allowances on NRC Form 279(A) or NRC Form 64, "Travel Voucher," for all relocating employees (except IG). For IG employees, DFS authorizes and reimburses expenses for relocation allowances only. (d)
- Authorizes travel advances for expenses incidental to relocation for the employees approved in Section 039(d) above. (e)
- Authorizes the employee's request for extension of the 2-year limitation for settlement of residence sale, purchase, or lease

Organizational Responsibilities and
Delegations of Authority
(14.2-03) (continued)

Director, Division of Financial
Services (DFS), OCFO
(039) (continued)

transaction if it is determined that the particular residence transaction is reasonably related to the transfer of the official duty station. (f)

- Authorizes and arranges the movement and storage of an employee's household goods under a Government Bill of Lading when there is a cost savings to the Government. (g)
- Examines and pays vouchers for relocation allowances. (h)
- Examines and provides the final administrative approval for payment of expenses detailed on NRC Form 264, "Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase (or Both) of Residence Upon Change of Official Station" (accessible through the online forms icon). (i)

Director, Division of Resource
Management (DRM), Region I, and
Directors, Division of Resource
Management and Administration
(DRMA), Regions II, III, and IV
(0310)

- Notifies employees when they are being reassigned to a new duty station and of their eligibility for reimbursement of relocation allowances for their respective region. (a)
- Determines eligibility of new appointees to be reimbursed for relocation allowances and notifies them of their eligibility for their respective region. (b)

Applicability (14.2-04)

This directive and handbook apply to all NRC Headquarters and regional office employees and eligible new appointees who are relocating for the benefit of the Government or are making a last move home.

Handbook (14.2-05)

Chapter 302, "Relocation Allowances," of the Federal Travel Regulation (FTR 302) serves as Handbook 14.2. FTR 302 allows agencies discretion for application of certain allowances and NRC's discretionary applications appear in bold, as follows:

Section 302-12.106, Subpart B - Agency's Use of a Relocation Services Company:

What policies must we establish when offering our employees the services of a relocation services company?

When offering your employees the services of a relocation services company, you must establish policies governing—

- (a) The conditions under which you will authorize an employee to use a relocation services company:

Transfer of an NRC employee who otherwise has been approved relocation allowances in accordance with MD 14.2.

- (b) Which employees you will allow to use a relocation services company:

1. **NRC transferred employees who are eligible for the home sale program of relocation services after they have marketed their home for 60 days**

Handbook
(14.2-05) (continued)

- 2. NRC transferred employees who are eligible for the home sale program of relocation services immediately if they have a potential buyer with a bona fide offer**

NOTE: New-hire employees are not eligible for the home sale program of relocation services. Government employees transferring from other Government agencies are not eligible for the home sale program of relocation services unless a waiver is granted by the employee's new office director or regional administrator.

(c) What relocation services you will offer an employee:

- 1. Home Marketing Assistance - All relocating employees**
- 2. Home Sale Service - NRC transferred employees and other Government transferees with waiver**
- 3. Rental Assistance - All relocating employees**
- 4. Buyers Assistance - All relocating employees**
- 5. Mortgage Counseling - All relocating employees**

(d) Who will determine in each case if an employee may use a relocation services company and what services will be offered:

Determination of relocation services is made by a designee of the Office of the Chief Financial Officer as specified in Section 039(a) of Directive 14.2. Waivers of Section 302-12.106, Subpart B - Agency's Use of a Relocation Services Company, must be granted in writing by the employee's new office director or

Handbook
(14.2-05) (continued)

regional administrator and submitted to the Division of Financial Services, Central Allowance Team.

NRC has opted not to implement the following:

Sections 302-3.400 through 302-3.429 of Subpart E - Employee's Temporary Change of Station, Part 302-3 - Relocation Allowance by Specific Type, Subchapter B - Relocation Allowances. These sections include Expenses Paid Upon Assignment, Expenses Paid During Assignment, Expenses Paid Upon Completion of Assignment or Upon Separation From Government Service, and Permanent Assignment to Temporary Official Station.

Part 302-14 Home Marketing Incentive Payments. Sections 302-14.1 through 14.7 of Subpart A - Payment of Incentive to the Employee, and Section 302-14.100 through 103 of Subpart B - Agency Responsibilities.

Part 302-15 - Allowance for Property Management Services. Sections 302-15.1 through 302-15.13 of Subpart A - General Rules for the Employee, Part 302-15 - Allowance for Property Management Services, Subchapter E - Residence Transaction Allowances.

References
(14.2-06)

Federal Travel Regulation (41 CFR Parts 301-304).

NRC Documents

NRC Management Directives—

10.1, "Appointments, General Employment Issues, Details, and Position Changes."

References

(14.2-06) (continued)

10.10, "Recruitment."

10.62, "Leave Administration."

14.1, "Official Temporary Duty Travel."

NRC Memoranda

Memorandum, "Granting Waivers to the Home Sale Program 60-Day Marketing Policy," dated 7/27/2004, ADAMS ML042400200.

Memorandum, "Relocation Policy Guidance and Revision," dated 3/31/2005, ADAMS ML050910098.

To gain access to FTR 302, "Relocation Allowances," proceed to Web address <http://www.gsa.gov/Portal/gsa/ep/channelView.do?specialContentType=FTR&file=FTR/FTR302TOC.html&pageTypeId=8199&channelPage=%2Fep%2Fchannel%2FgsaOverview.jsp&channelId=-16525>.